

Job Description & Person Specification

Job Title:	Integrated Care Board (ICB) Partner Member
Accountable to:	ICB Chair
Reporting to:	ICB Chair
Hours:	Part-time (estimated 2-3 days per month)

There are three different constituencies of Partner Members on the ICB:

- NHS Trusts/Foundation Trusts providing services in the ICS area
- Providers of Primary Medical Services (recruiting now)
- Local Authorities within the ICS area
- The partner member will be a member of the Integrated Care Board (ICB). All members of the ICB will take collective responsibility for working together to ensure the ICB and system partners are well-led, successful and supported, enabling integration and delivery through the ICB.

As a member of the unitary board (ICB), each board member is jointly responsible for planning and allocating resources to meet the four core purposes of integrated care systems: to improve outcomes in population health and healthcare; tackle inequalities in outcomes, experience and access; enhance productivity and value for money and help the NHS support broader social and economic development. Partner members are expected to bring the perspective of their sector to the work of the Integrated Care Board and in undertaking their Board member duties will be doing so on behalf of the ICB and not as a representative of any other organisation or partnership that they may belong to.

Priorities

As a member of a unitary board all board members will:

- Work collaboratively to shape the long-term, viable plan for the delivery of the functions, duties and objectives of the ICB and for the stewardship of public money.
- Ensure that the Board is effective in all aspects of its role and appropriately focused on the four core purposes, to: improve outcomes in population health and healthcare; tackle inequalities in outcomes, experience and access; enhance productivity and value for money and help the NHS support broader social and economic development.
- Be champions of new governance arrangements (including with the Integrated Care Partnership [ICP]), collaborative leadership and effective partnership working, including with local government, NHS bodies and the voluntary sector.
- Support the Chair and the wider Board on issues that impact organisations and workforce across the ICS, such as integration, the People agenda, Digital transformation, Emergency Preparedness, Resilience and Response (EPRR) and Covid-19 challenges.
- Play a key role in establishing new statutory arrangements for the ICS to ensure that the ICB meets its statutory duties, building strong partnerships and governance arrangements with system partners, including the ability to take on commissioning functions from BLMK CCG and NHS England.

Accountabilities

The partner members are:

- Accountable to the ICB Chair.
- May have designated areas of responsibilities as agreed with the ICB Chair.
- Has a collective responsibility with the other members of the ICB to ensure corporate accountability for the performance of the organisation, ensuring its functions are effectively and efficiently discharged and its financial obligations are met.

Role responsibilities and competencies

Working alongside the Chair, non-executives, executive directors and partner members as equal members of a unitary board, you will:

- Bring experience and perspective from your sector [NHS Trusts/Foundation Trusts/ Primary Medical Services/ Local Authorities] and respectful challenge to the plans, aims and priorities of the ICB;
- Promote open and transparent decision-making that facilitates consensus aimed to deliver exceptional outcomes for the population.

As system leader, you will demonstrate a range of leadership competencies outlined below.

Corporately, as members of a unitary board, you will contribute to a wide range of areas, including:

Strategy and transformation

- Setting the vision, strategy and clear objectives for the ICB in delivering on the four core purposes of the ICS, the triple aim of improved population health, quality of care and cost-control.
- Aligning partners in transforming BLMK ICP's Integrated Care Strategy, the NHS [Long Term Plan](#) and the NHS [People Plan](#) into real progress.

Partnerships and communities

- Promoting dialogue and consensus with local government and broader partners, to ensure effective joint planning and delivery for system working and mutual accountability.
- Supporting the establishment of the ICP, and developing strong relationships between the ICB Board and the ICP.
- Supporting the success of the ICP in establishing shared strategic priorities within the NHS, in partnership with local government, to tackle population health challenges and enhance services across health and social care.

Social justice and health equalities

- Advocating diversity, health equality and social justice to close the gap on health inequalities and achieve the service changes that are needed to improve population health.
- Ensuring the ICB is responsive to people and communities and that public, patient and carer voices are embedded in all of the ICB's plans and activities.

- Promoting the values of the [NHS Constitution](#) and modelling the behaviours embodied in [Our People Promise](#) and forthcoming Leadership Way to ensure a collaborative, inclusive and productive approach across the system.

Sustainable outcomes

- Oversight of purposeful arrangements for effective leadership of clinical and professional care throughout the ICB and the ICS.
- Fostering a culture of research, innovation, learning and continuous improvement to support the delivery of high-quality services for all.
- Ensuring the NHS plays its part in social and economic development and achieving environmental sustainability, including the Carbon Net Zero commitment.

Governance and assurance

- Collectively ensuring that the ICB is compliant with its constitution and contractual obligations, holding other members of the ICB and the ICS to account through constructive, independent and respectful challenge.
- Maintaining oversight of the delivery of ICB plans, ensuring expected outcomes are delivered in a timely manner through the proportionate management of risks.
- Ensuring that the ICB operates to deliver its functions in line with all its statutory duties, and that compliance with the expected standards of the regulatory bodies is maintained.

People and culture

- Supporting the development of other board members to maximise their contribution.
- Providing visible leadership in developing a healthy and inclusive culture for the organisation, which promotes diversity, encourages and enables system working and which is reflected and modelled in their own and the Board's behaviour and decision-making.
- Ensuring the Board acts in accordance with the highest ethical standards of public service and that any conflicts are appropriately resolved.

Supplementary Duties and Responsibilities

This role description describes responsibilities, as they are currently defined. It is anticipated that they will change over time and the role description may need to be reviewed in the future.

Individual Responsibilities

You will be expected to adhere to relevant organisational policies as outlined in your Contract for Services and procedures and relevant legislation including any requirements of your professional body (as applicable). You will maintain satisfactory personal performance and professional standards and achieve agreed-upon objectives for the role. You will represent and conduct yourself in line with the Nolan Principles and standards of working in public life. You will attend mandatory training, participate in an annual Performance Appraisal Scheme and contribute to your own development by investing appropriate time.

Organisational Policies

Confidentiality

All ICB Board Members have both a common-law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.

Information Governance & Data Protection

(Confidentiality, IT Security, Data Protection, Cyber Security and Freedom of Information).

All Board Members must comply with legal obligations and statutory requirements in relation to the above, (including, but not limited to, the General Data Protection Regulations (GDPR), Data Protection Act 2018), the ICB's IT Security Policies, Information Governance Policies and procedures and IG Guidelines which are available on the BLMK Intranet.

The role holder is required to respect the confidentiality of all individuals (including, but not limited to, clients, patients, carers, colleagues etc.), by not disclosing any information obtained, accessed or used during the course of your duties to anybody who does not have a legitimate reason to receive it.

All Board Members have an obligation to report any non-compliance by themselves or others, through the Incident Reporting process.

For details of how the ICB processes your identifiable information please see the 'Staff Privacy Notices' on the public website or ask a member of the People Team or IG Team for a copy.

The ICB is registered as a data controller under the Data Protection Act 2018. All the personal information we hold, obtain, record, use and share as an organisation is governed by this Act. As a Board Member of the ICB you have a legal responsibility for all personal information you handle and must not at any time use the personal data in a way incompatible with the guidelines stipulated in this act. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact the ICB Chair.

Records Management

As an ICB Board Member, you have a legal responsibility for all records you work with e.g. patient records, financial records, personal, administrative etc, that you gather or use as part of your work within the ICB. The records may be held in a variety of formats such as paper, electronic, microfiche, audio and video tapes etc. You must consult the Chair of the ICB if you have any doubt as to the correct management of the records with which you work. At the end of your term you will appraise and archive the records you have created in line with the ICB Records Management Policy.

Freedom of Information

The role-holder will follow the ICB's Freedom of Information Policies and Procedures in line with the Freedom of Information Act 2000.

Health & Safety

Board Members must not do anything to compromise the health and safety of either their colleagues or themselves. They should also be aware of the responsibilities placed on them by legislation to ensure agreed safety procedures are carried out. The ICB is committed to a no smoking policy and offers support to staff who wish to stop smoking.

Equal Opportunities Policy

It is the aim of the ICB to ensure that no patient, employee or job applicant receives less favourable treatment on grounds of age, gender, religion, race, colour, sexuality, nationality, disability, ethnic or national origins and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the ICB has an Equal Opportunities Policy and it is for each Board Member to contribute to its success, promoting equality of opportunity and good working relationships in employment and service delivery.

Safeguarding Children and Adults at risk

All Board Members must be familiar with and adhere to ICB's child protection procedures and guidelines. All Board Members are required to attend child protection and adult protection awareness training, additional training and supervision regarding child protection and adult protection relevant to their position and role, including Prevent training and awareness.

Mobility

Board, Committee and other ICB meetings may be held at various locations across Bedfordshire, Luton and Milton Keynes.

Equality and Diversity

The organisation is committed to promoting equal opportunities to achieve equity of access, experience, and outcomes and to recognising and valuing people's differences. This applies to all activities as a service provider, as an employer and as a commissioner.

Flexible Working

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

Reasonable Adjustments

The organisation is seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

ICB partner member: person specification

Competency	Knowledge, Experience and Skills required
Setting strategy and delivering long-term transformation	<ul style="list-style-type: none"> ● Knowledge of either NHS Trusts/Foundation Trusts/ Primary Care Services/ Local authorities within BLMK ● A capacity to thrive in a complex and politically charged environment of change and uncertainty ● Experience leading change at a senior level to bring together disparate stakeholder interests
Building trusted relationships with partners and communities	<ul style="list-style-type: none"> ● An understanding of different sectors, groups, networks and the needs of diverse populations ● Exceptional communication skills and comfortable presenting in a variety of contexts ● Highly developed interpersonal and influencing skills, able to lead in a creative environment which enables people to thrive and collaborate ● Experience working collaboratively across agency and professional boundaries
Leading for Social Justice and health equality	<ul style="list-style-type: none"> ● An awareness and appreciation of social justice and how it might apply within an ICS ● Record of promoting equality, diversity and inclusion in leadership roles ● Life experience and personal motivation that will add valuable personal insights
Driving high quality, sustainable outcomes	<ul style="list-style-type: none"> ● Problem solving skills and the ability to identify issues and areas of risk, leading stakeholders to effective resolutions and decisions
Providing robust governance and assurance	<ul style="list-style-type: none"> ● An understanding of good corporate governance ● Ability to remain neutral to provide independent and unbiased leadership with a high degree of personal integrity ● Experience contributing effectively in complex professional meetings at a very senior level
Creating a compassionate and inclusive culture for our people	<ul style="list-style-type: none"> ● Models respect and a compassionate and inclusive leadership style with a demonstrable commitment to equality, diversity and inclusion in respect of boards, patients and staff ● Creates and lives the values of openness and transparency embodied by the principles-of-public-life and in Our People Promise